

Date: July 23, 2013

To: Thomas J. Bonfield, City Manager

Through: W. Bowman Ferguson, Deputy City Manager

From: Rhonda B. Parker, Director, Department of Parks and Recreation
Beth S. Timson, Assistant Director, Department of Parks and Recreation

Subject: Contract for Fun2Ref as Booking Agent

Executive Summary

The Department of Parks and Recreation (DPR) began hiring booking agents for officials for athletic games and events in 2010. DPR contracts with several organizations, each handling a different variety of sports and events. This agenda item presents a proposed contract with Fun2Ref of Durham for \$58,164, and will provide officials for softball, volleyball, and several age groups of soccer.

Recommendation

The Department of Parks and Recreation recommends that the City Council authorize the City Manager to execute a contract with the booking agents Dan Dunbar and Lynn Dunbar dba as Fun2Ref for a total contract amount of \$58,164.00.

Background

The Department of Parks and Recreation (DPR) began hiring booking agents for officials for athletic games and events in 2010. The department in earlier years had hired individual referees and officials, which meant that staff processed several hundred contracts per year and was responsible for the contractors' training and standards in many different sports. It also became apparent that hiring many contract workers and requiring them to work at set times and for set hours was potentially causing a problem of the City's compliance with federal labor laws.

Since 2010, DPR has followed standard City advertising practices for services and hired several booking agents yearly, each of whom has provided officials for at least one sport and several of whom provided officials for multiple sports. These agents insure that all sports matches and events have officials who are trained in their particular sport and in crowd management, who are sanctioned by their sport when appropriate, and who are insured.

DPR issued a Request for Qualifications for sports booking agents earlier in the summer. Fun2Ref was the only one of the respondents who included refereeing of volleyball and sanctioned adult soccer into the list of services that they would be able to provide. The department has worked with this agency in a previous year and found their services to be satisfactory.

Issues/Analysis

The sports to be covered for a year by Fun2Ref include the following:

Sport	Number of officials per match/game	Number of matches/games	Fee per match/game including booking fee	Total fee per sport/league /tournament/event
Softball (5+)	2	467	\$52.00	\$24,284.00
Volleyball (17+)	1	85	\$35.00	\$2,975.00
Adult Soccer (17+)	3	82	\$160.00	\$13,120.00
Adult Soccer (30+)	2	82	\$107.00	\$8,774.00
Girls Soccer (7-8)	1	48	\$31.00	\$1,488.00
Girls Soccer (9-10)	1	48	\$31.00	\$1,488.00
Girls Soccer (11-13)	2	64	\$65.00	\$4,160.00

The contract also covers payments in situations with cancelled or suspended games, extra tournament games, and some additional fees for compensation for insurance that DPR is requiring.

Alternatives

The City Council could choose not to authorize the City Manager to execute this contract amendment. DPR would then be in a position of going back to the process of individually hiring officials for sports in the upcoming seasons.

Financial Impact

The department's budget includes funds for this expense.

DBE Summary

The Department of Equal Opportunity/Equity Assurance has reviewed DPR's advertising and Fun2Ref's proposal and determined that both are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

CC: Contract